



Peace Corps-Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the following key position:

MAIL CLERK **(Code: MC)**

TYPE OF CONTRACT: Personal Services Contract

BASIC FUNCTION OF POSITION

The Mail clerk is responsible for the efficient operation of the Peace Corps (PC) Mail Room and provides support to other general services function.

MAJOR DUTIES AND RESPONSIBILITIES

1. General Mail Operations (40%)

- Picks-up and delivers various mail packages to Pasay City Central Post Office, Central Mail Exchange Center (CMEC) in NAIA Pasay City and US Embassy Mail Office (Chancery and Seafront):
 - Administers the required Security Mail Inspection per US Embassy Mail Regulations.
 - Sorts out all incoming mail and prepare it for proper distribution.
 - Prepares the release of outgoing postal mail by determining proper postage. This entails knowledge domestic and international postage rates and regulations.
 - Maintains complete and accurate records of all incoming and out-going registered mail and packages including date received, released to consignee and method of release. This includes stamp-dating all mail received for all staff, trainees and volunteers.
 - Maintains complete and accurate records of airway bills or bill of lading.
 - Provides for the proper storage and safe keeping of all incoming packages, boxes and other items in the Mail Room.
- Packing of packages and boxes properly in accordance to standard postal regulation
- Hauling of packages and boxes from one place to other
- Handles the Weekly Interim Cash Advances required for all mailing payments.
- Prepares the necessary documentation required for the release of all international in-bound shipments in coordination with the General Services Assistant (GSA) and US Embassy Transportation unit.

2. Peace Corps Volunteer (PCV) Mail (40%)

- Manages the weekly pouch system for PCVs which entails the following duties:
 - Replies to all email, text and phone inquiries by Staff, PCVs and/or outside vendors regarding mail procedure.
 - Maintains an accurate list of PCV Local Mail Roster.
 - Sorts out PCV mail and prepares pouch envelopes on a daily basis.

- Coordinates with PCV on proper forwarding of personal packages and also with the PC Finance team for the necessary allowance deductions.
- Determines the proper mailing facility to be used to forward the mail packages (e.g. post office, local and international courier services, air freight, sea freight or local public transportation)
- Acts as the primary contact of all carriers regarding pouch delivery matters to solve any problems that might arise.
- Handles preparation and release of special pouches such as medicines supplied by the PC Medical unit and job related materials sent by the Program and Training Unit.
- Provides PCV assistance on other mail inquiry/ issues when needed.

3. Driving Task (15%)

- Administers the payments of all monthly residential electricity and water bills by going to the Payment Center and Residential Building Office.
- Performs messenger/liaison duties as requested such as going to Pag-ibig and SSS.
- Renders driving duties, when available, to ferry staff going to the airport, hospital and other destinations for office errands.

4. General Support (5%)

- Handles the preparation of the sub-vouchers for all residential electricity bills on a quarterly basis.
- Acts as the **Acceptance Point Clerk (APC)**, responsible for physically receiving all medical supplies and equipment at post and for verifying initial inventory documentation, together with the PCMO or designated medical office staff member, upon receipt of goods by using PC734B. The APC works with staff to ensure that newly received medical supplies and equipment are properly recorded in the Inventory Workbook of the Medical Inventory System. **(See TG240)**
- Efficient and responsible handling and safekeeping of records both electronic and hard copies, compliant with Peace Corps Record Management policies and procedures.
- Acts as back up for the GSA in receipt and inspection of delivered supplies and equipment.
- Performs other functions as may be assigned by supervisor which are related to primary function.

SAFETY & SECURITY DUTIES per SSI 110, dated May 2014

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

INHERENTLY GOVERNMENTAL FUNCTION (IGF)

May be designated a sub-cashier. (Designated by the Chief Financial Officer)

Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the Director of Management & Operations (DMO), proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. **(See MS 760 and OFMH 13)**

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of a technical - vocational course. Bachelor's degree is an advantage.
- b. **Prior Work Experience:**
 - At least one (1) year experience in domestic and international mail delivery or shipment forwarding is required.
 - With at least 3 years driving experience. Preferably with road knowledge in Metro Manila including traffic rules and regulation
 - Prior work experience and satisfactory performance record with Peace Corps or other US Government agency, an advantage.
- c. **Post Entry Training:** Working proficiency in Microsoft Word, Excel and Outlook. US Embassy Mail Inspection Training.
- d. **Language Proficiency:** Level 3 Oral and Written English and Tagalog language are required.
- e. **Job Knowledge:**

Familiar with information related to mail handling such as Philippine postal schedules and regulations, shipment forwarding and customs regulations. Should be comfortable in transacting with Americans in handling mail queries (both written and verbal communication) and be able to find solutions or recommendations on issues raised. Has learning capabilities to perform other miscellaneous operational functions such as property inventory, photocopying, binding, etc. Also should be able to place the highest priority on providing friendly, prompt and efficient service and support to Peace Corps Philippines Trainees, Volunteers, and staff. Functions successfully as a team member assuring that at all times colleagues are fully informed about items falling within their area of responsibility. Offers complete cooperation to colleagues, Trainees, and Volunteers. Models professional and transparent business practices.
- f. **Skills and Abilities:**

Ability to interact and coordinate with other people effectively and efficiently. General office skills to include: computer skills including knowledge of word-processing, excel spreadsheet and e-mail; filing and inventory skills. Driving skills required and must possess a Professional Driver's License.

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

PROCEDURES FOR APPLICATION:

1) Application letter:

Candidates' application letters must describe how their qualifications meet the position criteria.

2) Comprehensive CV:

Qualifications, previous duties, responsibilities and accomplishments listed in the comprehensive resume/CV must all be verifiable. Application documents would best be in Adobe or PDF format of **not more than 10MB**. Please do not email scanned copies of documents that are not asked for.

Please send your application letter and CV/resume to **vacancy@ph.peacecorps.gov**. **NB: All applications are due by Friday, September 18, 2015 by 12nn.** Due to the volume of inquiries, only candidates meeting the position requirements will be contacted for an interview. Phone calls or email inquiries will not be entertained.